

Service Project or Event Planning Guide

M I C H I G A N



**COMMUNITY
SERVICE**

C O M M I S S I O N

*This Planning Guide was created by
the Michigan Community Service Commission
to help individuals and organizations
plan the details of a service project or event.*

Name of organization hosting the project/event:

Project Lead Contact Person:

Name:

Address:

City:

State

Zip:

Phone:

Fax:

E-mail:

Other organization(s) involved:

Goal(s) of the project/event:

Project/event description:
Project/event date:
Time the project/event will start:
Time the project/event will end:
Project/event location (e.g. Best Elementary School, 57th St., Anywhere, MI 48888):
Number of people/volunteers needed to successfully complete the project/event:
Plans, if any, for a closing celebration or reflection at the end of the project/event for the staff and volunteer involved:

Contingency plan for poor weather in case project/event is outside:

What are the plans to recruit volunteers?

Is the project /event open to the general public (this will be important if you publicize the project through local media):

Will the event be publicized? If so, who will be in charge of media/pr? What is the media/pr plan?

Project/Event Budget

Income

Description	Amount	Person Responsible
Total Income		

Expense

Description	Amount	Person Responsible
Total Expense		

Net (Income minus expense)		
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Materials Checklist

Item	Quantity	Who Will Supply?	Date Needed	Ready?

Other Materials Information

Where will the materials be securely stored?

Backup plan if supplies run out:

Project/Event Location Information

Name, address, and description of project/event location:

Contact person at project/event location:

Name:

Phone:

Is the contact person (above) also the on-site media contact? If not, who is the on-site media contact?

Name:

Phone:

Is the project/event location accessible for individuals with disabilities? If not, what accommodations can be made if an individual with a disability participates in your project/event?

Travel directions to the location:

Is public transportation available to and from the location? If so, what bus number or line?

Parking arrangements at the location:

Will the project/event be held during a mealtime? If so, what plans will be made to make sure participants are fed:

Nearest public restrooms:

Other special considerations for project/event:

Project/Event Work Plan

[illegible]

Minute-by-Minute Timeline For Day of Event

(List exactly what will happen, when, and who is doing it. . .from start to finish)

Safety and Emergency Information

What type of first aid will be available on site?

Who will be in charge of first aid at the project/event location?

Does an accident report need to be filled out if someone is injured? If so, who will be in charge of this (including bringing the accident forms to the site)?

If there is an emergency, is **911** available to be called? If not, what is the emergency number?

Nearest police station:

Phone number:

Address:

Travel directions:

Nearest hospital that has an emergency department:

Phone number:

Address:

Travel directions:

Potential safety issues and precautions:

1. Safety Issue:

Precaution:

2. Safety Issue:

Precaution:

3. Safety Issue:

Precaution:

4. Safety Issue:

Precaution: